

New Wiki Contributors Training – Lesson 2

25 Aug 2011

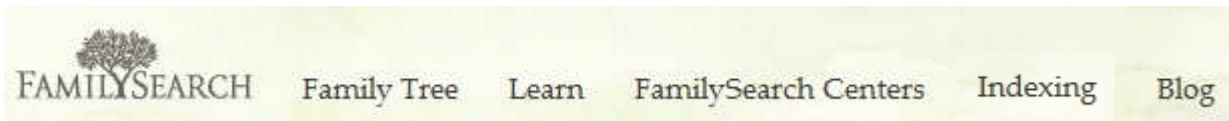
Welcome

Welcome, everyone, to the second lesson, out of twelve, of the New Wiki Contributors Training.

Scheduled Topics

The topics for today are: Understanding the Home page and the navigation bar; Community guidelines; and Forums

The Wiki Home Page

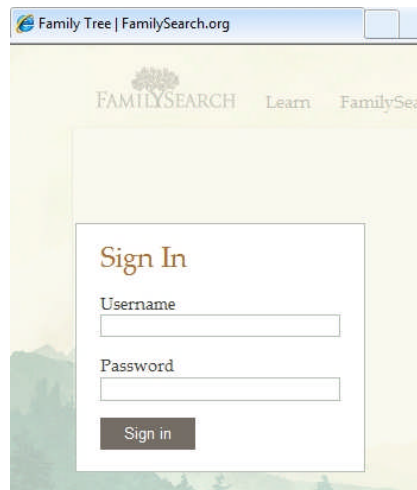


1. Across the top – these are the same throughout all FamilySearch.org pages; some of these correspond to links at the bottom of the page; hovering over most of these will show a description:
 - a. *FamilySearch* logo – takes you to the FamilySearch Home page, where you can search for your ancestors



Discover Your Family History

- b. *Family Tree* tab – sometimes appears, not currently working (but is always there as hidden text); this is for when the new FamilySearch Family Tree program will become available to everyone



- c. *Learn* tab – at the bottom of FamilySearch pages, the Getting Started and Free Courses links are from this tab, and are quicker than opening the tab, first (note - the Wiki, itself is incorporated into “Learn”); near the bottom of the Learn page are links to TechTips and Family History on TV

LEARN

What's New

Getting Started

Free Courses

Browse Articles

Indexing

Getting started with family history

It may be easier than you think

Research Courses

Learn the basic methods and key resources to start your family history.

Learning Resources

Explore the world's largest free collection

Search through 60,000+ Wiki Articles

Search

Browse articles >

Discover technologies that will improve your family history research and knowledge. [Try TechTips](#) >

TechTips

Technology tips for genealogists and family historians.

[How To's and Tips](#)

[Learn About](#)

[Apps and Tools](#)

[Learn How to Buy](#)

[Viewpoint](#)

[Contribute](#)

Learn more about TV shows like [Who Do You Think You Are?](#) that spur interest in family history.

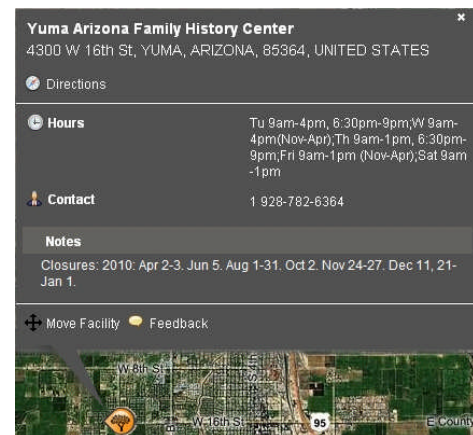
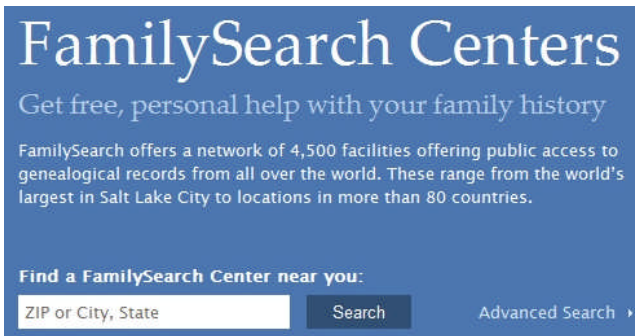
Family History on TV

Personal stories on public airwaves

Have you ever seen *Who Do You Think You Are?* What about *Faces of America*? Or *The Generations Project*? Millions of viewers tune in to watch the personal journey of celebrities and other guests as they trace their family trees and learn about their roots. Why? Perhaps because the discovery of others helps us learn more about our own family history—and ourselves.

Search for your ancestors

- d. *FamilySearch Centers* tab – (notice that it’s not Family History Centers, anymore) this is the same as the Libraries link at the bottom, under Resources; entering your zipcode will bring up a map, showing your location and that of the nearest FHC(‘s); clicking the name of the center will show its address, phone number, hours, and additional info; the advanced search allows you to put in an address to refine the search

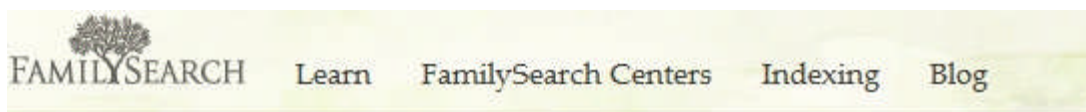


- e. *Indexing* tab – listed with FamilySearch under “volunteer” (in the URL); the Indexing link at the bottom of FamilySearch pages, under Learn, is associated with this tab

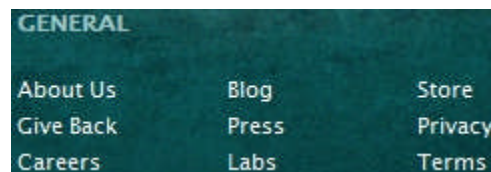
Worldwide Indexing



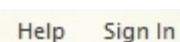
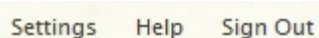
- f. *Blog* tab – here are blog articles about current genealogy and FamilySearch news; link at the bottom of FamilySearch pages for Blog, under General, belongs to this tab; you can subscribe to an RSS feed for this blog (on the right, about mid-way down)



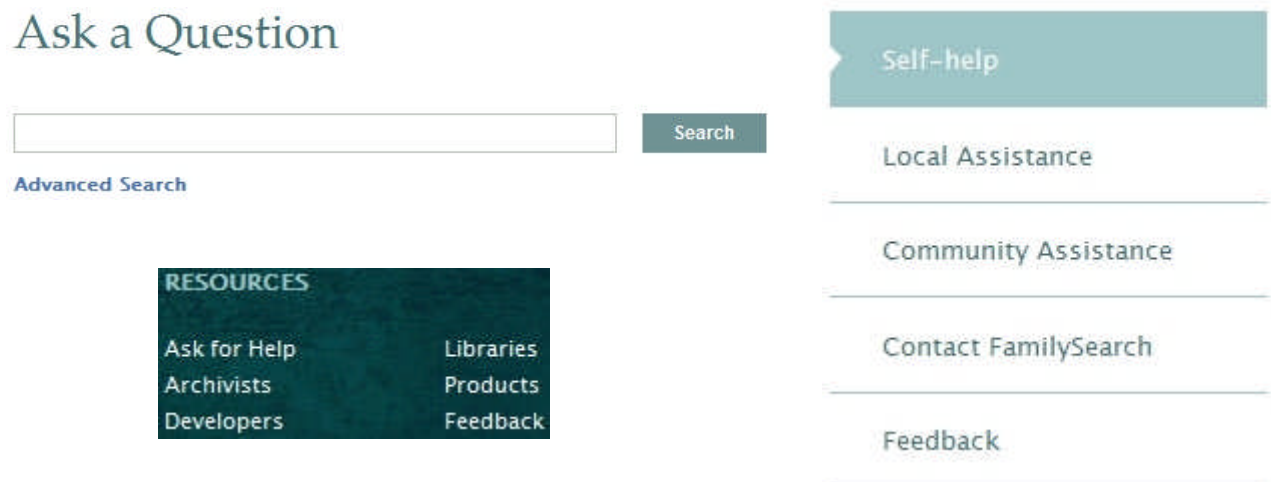
Insights into Our Future and Our Past



- g. *Settings* link – this will only appear when you are signed in; here you can edit your FamilySearch or LDS Account profile; this is not the same as your Wiki preferences, although a link to your profile is available from the preferences



- h. *Help* link – help for FamilySearch products in general, using a natural language search; opens to the Help Center (self-help) option with other types available on the page; same as the Ask for Help link, under Resources, at the bottom of FamilySearch pages



- i. *Sign In/Sign Out* link (for Wiki, plus FamilySearch; same as Nav bar > Personal Tools > Sign In/Sign Out)

Sign In

Sign In

- j. *Feedback* tab – sideways on the page, and follows the scroll bar; this is the same as the Feedback link at the bottom, under Resources



- k. *Get Satisfaction* – a place for posting issues with FamilySearch products that only an engineer can fix, and a place for giving praise for FamilySearch products. From any FamilySearch page, click **Feedback**, and then under Share your ideas, click the **Click here to share an idea** link.



2. Additional links across the bottom of most FamilySearch pages, not already covered:

LEARN		GENERAL			RESOURCES	
What's New	Browse Articles	About Us	Blog	Store	Ask for Help	Libraries
Getting Started	Indexing	Give Back	Press	Privacy	Archivists	Products
Free Courses		Careers	Labs	Terms	Developers	Feedback

- a. *What's new* – part of “Learn,” but not seen when clicking the Learn tab

What's new on FamilySearch.org
You'll love what's new on FamilySearch.org

- b. *Browse Articles* – takes you to the Browse by Country page for the Wiki
- c. *About Us* – explains what FamilySearch is
- d. *Give Back* – listed with a FamilySearch URL under “volunteer”; used to have a tab of its own; besides Indexing info, there is also a link back to the Wiki; also contains links for making a charitable deduction and for evaluating FamilySearch products
- e. *Careers* – lists jobs that are available with FamilySearch
- f. *Labs* – takes you to FamilySearch Labs, where new family history products are tried out; you can help by using them and giving feedback during their development

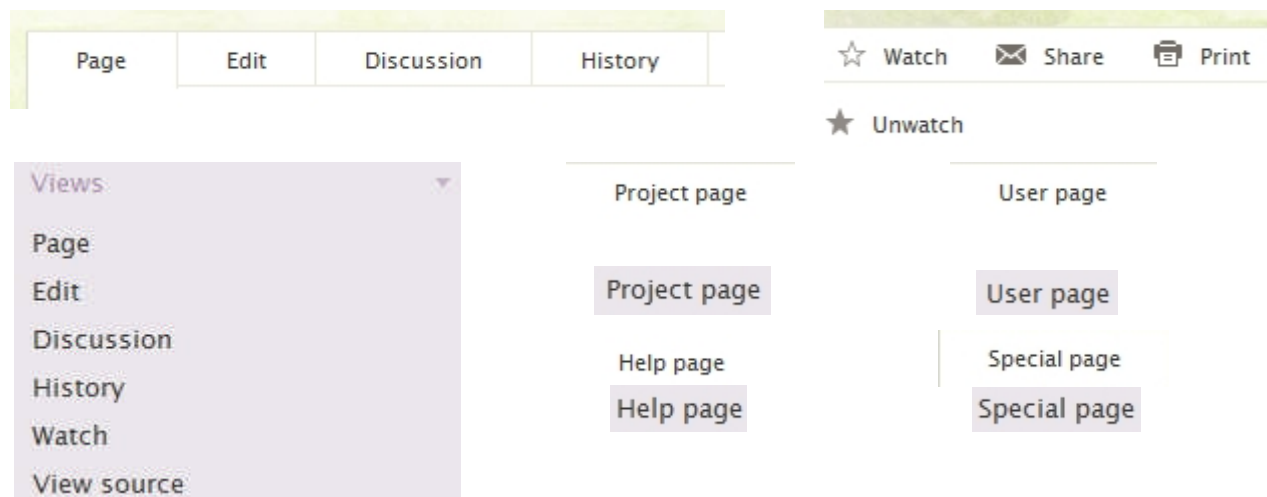


- g. *Store* – takes you to the family history section of what was previously known as LDS catalog
- h. *Privacy* – the Privacy Policy of FamilySearch
- i. *Terms* – Terms of Use for FamilySearch Web sites
- j. *Archivists* – takes you to the Genealogical Society of Utah page
- k. *Developers* – takes you to DevNet; for those who wish to integrate other products with those of FamilySearch
- l. *Products* – presents a list of third-party products that work with FamilySearch, including the new FamilySearch; you can download Personal Ancestral File (PAF) here
- m. *Use the previous version of FamilySearch.org* – takes you to the older Web site

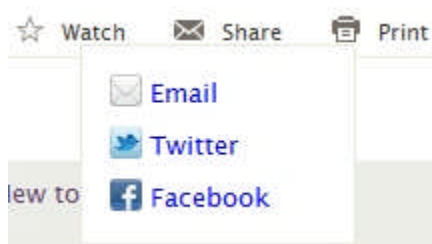
[Use the previous version of FamilySearch.org](#) ▶

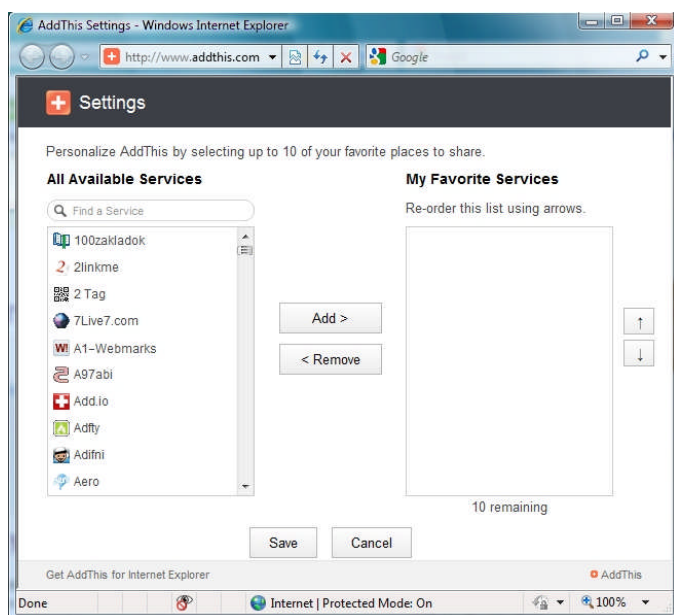


3. 2nd row – these are the same throughout the Wiki, except the Search Results page; most of these are the same as those under “Views” on the Wiki Navigation Bar:

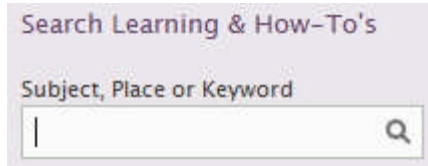


- a. *Page* tab/link – this will be labeled differently, depending upon which type of page you are on (Page, Help page, Project page, User page, Special page) and corresponds with the first link under Views. If you are already on that page, clicking one of these links will refresh the page.
- b. *Edit* tab/link – allows you to change content on the page
- c. *Discussion* tab/link – opens a discussion page (also known as a talk page) for dialog about that particular article page; from a User page, discuss Wiki matters with that particular user; if the discussion page has not yet had any information added to it, the link will be red
- d. *History* tab/link – see past revisions of this page; there is also an RSS link on most History pages that you can subscribe to
- e. *Watch/Unwatch* link – adds this page to, or removes this page from, your watchlist
- f. *Share* link – shows three options: Email, Twitter, and Facebook; click **Email** to send a link of this Web page to yourself or another person; at the bottom of the Email a Friend screen, click **Settings** for additional social networking sharing options through the AddThis service



 A screenshot of a 'Email a Friend' dialog box. It has a title bar with 'Email a Friend' and a close button (X). The form contains three fields: 'To:' with a placeholder 'email address', 'From:' with a placeholder 'email address', and 'Note:' with a large text area. Below these fields is a 'Send' button. At the bottom of the dialog, there are links for 'Settings' and 'Privacy', and the 'AddThis' logo.


- g. *Print* link – opens your print screen, where you can choose how you want to print this page; pages printed from the Wiki will show the hidden text for that page, such as: Retrieved from "https://wiki.familysearch.org/en/Main_Page"
4. *Search* – use the Search box **or** browse by country. On the home page, the **Search** box is larger, and on the left. On other pages in the Wiki, it will be on the top right, and includes browse by topic. On a search results page, it will be displayed on the top left (with an “advanced search” [really, a means of adding additional page types] available at the bottom left).



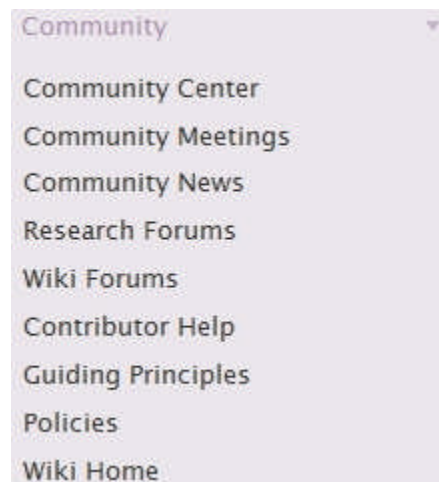
Advanced search

Search in namespaces:

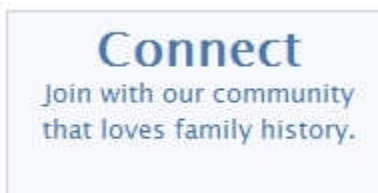
5. *Tour* – for researchers just getting started (same as the Learn More button on the right)



6. *Write* – takes you to the Help:Edit and Contribute page (same link found under Nav bar > Community > Contributor Help)



7. *Connect* – takes you to the Community Center (same as Nav bar > Community > Community Center)



8. *Featured Articles and WikiProjects* – Shows a few of the articles that contain enough good information to qualify as “featured” (these change from time to time); also features a Wiki project that is well underway, but would welcome some help to complete

Featured Articles and WikiProjects



Anderson County,
Kentucky



Tips—Overcoming
Brick Walls



German Research
on the Internet –



Italy Civil
Registration– Vital
Records



WikiProject:
FamilySearch
Records for Asia


9. *View popular articles* – takes you to a list of the top Wiki articles, as figured by how many views the articles have had

[View popular articles >](#)

[View random articles >](#)

[See more featured articles >](#)

10. *View random articles* – this article will be truly random, it may be a stub (one without much information filled in) or one with a great deal of useful information
11. *See more featured articles* – takes you to an archive of previously featured articles; here, you can also nominate a favorite page to be featured on the Home page in the future
12. *In other languages* – clicking on any of these links will take you to the Home page of that particular language's FamilySearch Research Wiki; these are not translated versions of the English Wiki; this section is found only on the Home page; we have 11 languages that the Wiki is being produced in

 **In other languages:** [English](#) | [Español](#) | [Svenska](#)

13. *Modified and Accessed section* – found on each page of the Wiki, this shows the most recent date and time when that particular page was changed in any way, and how many views the page has had

This page was last modified on 18 August 2011, at 04:59.
This page has been accessed 279,838,113 times.

14. *Creative Commons Logo* – this shows the particular Creative Commons license that our Wiki operates under, which is Attribution-ShareAlike; clicking on the logo will take you to a summary page that explains the terms of what can and cannot be done with information that is posted to the Wiki

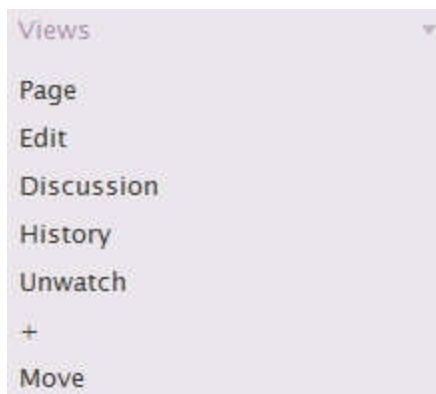
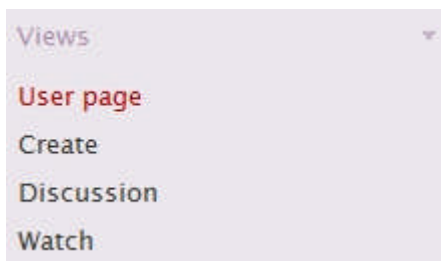


Understanding the Navigation Bar

The Navigation Bar (Nav bar), down the right-hand side, normally is closed, except for the first section. Click the title of a section to expand it, or to close it. It should stay that way until you either change it, or leave the Wiki.

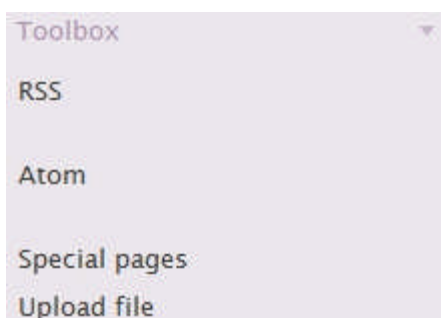
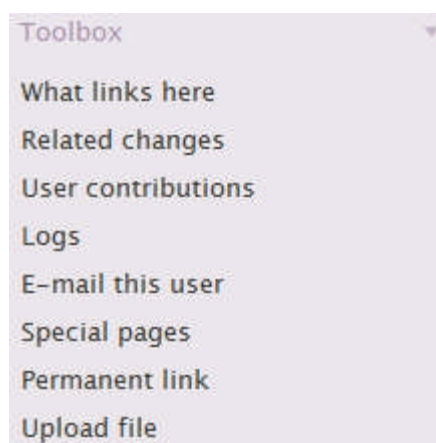
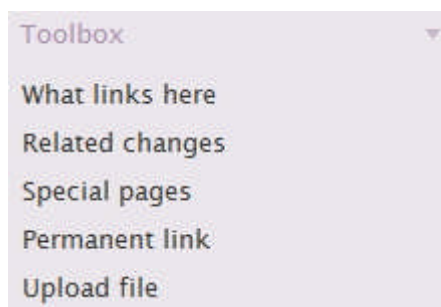
The links displayed may change, depending upon what type of page you are on.

1. Views – (links other than those already discussed above)



- View source* – allows you to view the coding, but not edit it; appears when you are not signed in or the page is barred from editing, except by administrators; this particular page (Wiki Home page) is locked
- Create* – found only on a User page; used when someone has registered with the Wiki, but has not yet “created” (added content to) their User page
- +* – start a new section on this page; only appears when you are signed in
- Move* – allows you to “move” or rename a Wiki page; you must be signed in for this to appear

2. Toolbox –



- What links here* – a list of pages that have a link *to* this page on them
- Related changes* – a list of changes to pages that have links on them *from* this page
- User contributions* – appears only on a User page; view the list of contributions for that user
- Logs* – appears only on a User page, but is for all of the Wiki; you can filter the results by type, user, page title, and date

All public logs

Combined display of all available logs of FamilySearch Wiki. You can narrow down the view by selecting a log type, the user name (case-sensitive), or the affected page (also case-sensitive).

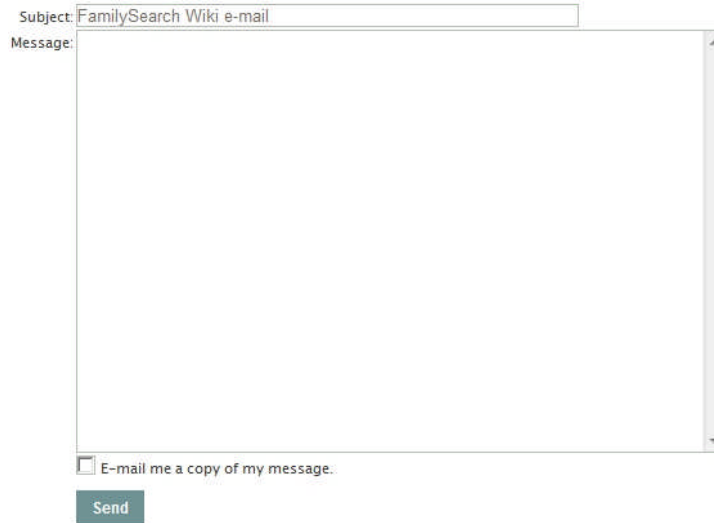
Logs

All public logs ▼ User: Title:

☐ Search titles starting with this text

From year (and earlier): From month (and earlier): all ▼ Go

- e. *E-mail this user* – appears only on a User page; send an e-mail to this user through the Wiki system; you can have a copy of the message e-mailed to yourself



The screenshot shows a web form for sending an email. At the top, there is a 'Subject:' label followed by a text box containing 'FamilySearch Wiki e-mail'. Below this is a 'Message:' label followed by a large, empty text area with a vertical scrollbar on the right. At the bottom left of the form is a checkbox labeled 'E-mail me a copy of my message.'. To the right of the checkbox is a green 'Send' button.

- f. *Special pages* – takes you to a list of Special pages; this page cannot be edited; we'll talk about these pages in another meeting
- g. *Permanent link* – creates a permanent link to this revision to the page
- h. *Upload file* – use to upload an image or other file to the Wiki; these are reviewed and approved before they will be available for posting (message – “You must be logged in and have a valid e-mail address in your preferences to send e-mail to other users.”)
- i. *RSS* – an RSS feed for that page; found on history pages and on certain special pages (i.e. – Related Changes page)
- j. *Atom* – an Atom feed (the other of the two main Web feed formats) for that page, showing the same information as the RSS feed

3. **Community** –



- a. *Community Center* – collection of helpful links for all Wiki users (the Connect box, in the middle of the Home page, also links here)

Community Center

Welcome to a community that loves family history!

- b. *Community Meetings* – takes you to a list of the Online meetings offered for Wiki contributors

FamilySearch Wiki:Community Meetings

Contents [hide]

- 1 Live FamilySearch Wiki Community Meetings
 - 1.1 New Wiki Contributors Training Meeting
 - 1.2 Wiki Contributors Meeting
 - 1.3 Technical Meeting
 - 1.4 Wiki Support Meeting
- 2 Project Meetings
 - 2.1 Wiki Project: Indians of North America
 - 2.2 Wiki Project: State of Idaho
 - 2.3 WikiProject FamilySearch Records
 - 2.4 Wiki Project: Sweden

- c. *Community News* – short news items about our Wiki; includes an archive of past items

Community News

See also: [FamilySearch Wiki in the news](#)

Contents [hide]

- 1 Wiki Contributor Help Forum Added – 3 May 2011
- 2 FamilySearch Wiki Reaches a Milestone 50,000 articles! – 15 March 2011
- 3 Family History on TV – 7 March 2011
- 4 Another way to search the wiki – 21 Feb 2011
- 5 RootsTech news reports mentions the Wiki – 20 Feb 2011
- 6 Wiki Contributors Corner Forum – 22 December 2010
- 7 Update from Search Product Management – Pilot vs Beta – 8 November 2010
- 8 Watch and Unwatch Bug – 9 July 2010
- 9 Wiki Success Stories
- 10 Having difficulty signing in or combining accounts?
- 11 Newly Published Collections on Family Search

[Edit This Page](#)



Archives

Archive 1

- d. *Research Forums* – takes you to the Research Advice section of the FamilySearch Forums



[FamilySearch Forums – Beta](#)

Research Advice

- e. *Wiki Forums* – takes you to the FamilySearch Wiki section of the FamilySearch Forums



[FamilySearch Forums – Beta](#) [FamilySearch Support](#)

FamilySearch Wiki

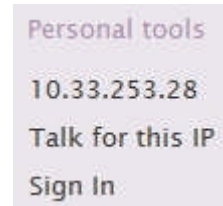
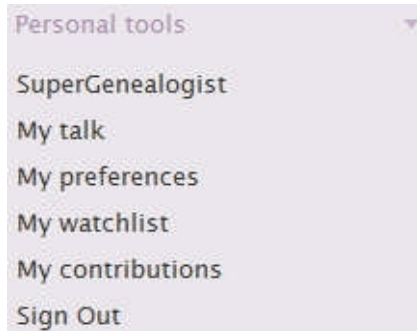
- f. *Contributor Help* – takes you to the Help:Edit and Contribute page (the Write box, in the middle of the Home page, also links here); includes a link to this meeting

Help:Edit and Contribute

Getting Started as a New Contributor

- g. *Guiding Principles* – see below
- h. *Policies* – see below
- i. *Wiki Home* – return to our home page

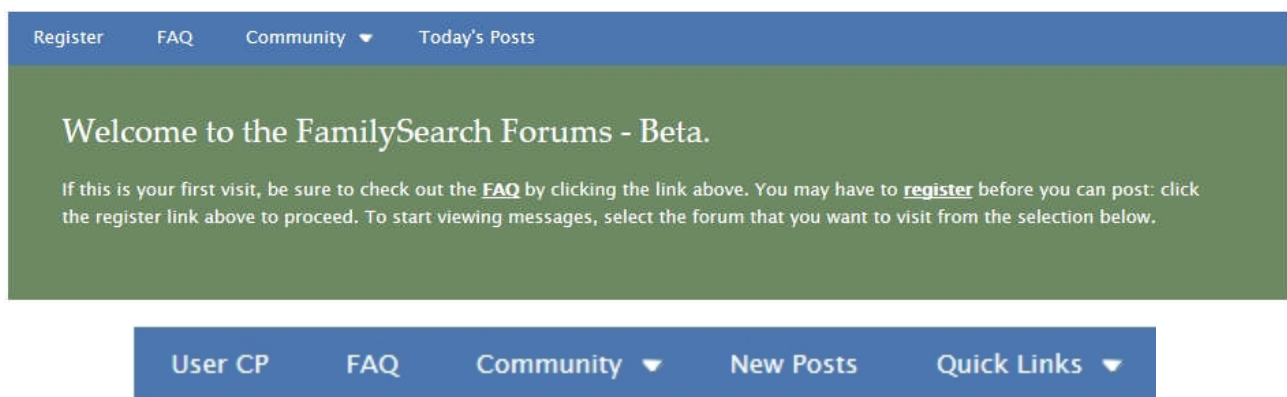
4. Personal Tools –



- a. *Your User name* – also, your Display name will appear at the top right of the page, with a new [Settings](#) link; if not signed in, you will see your Internet provider's address and *Talk for this IP (sign in now)*
- b. *My Talk* – discussion page for your User page; a place for people to contact you in reference to the Wiki
- c. *My preferences* – this is the place to set many preferences for how you use and see the Wiki
- d. *My watchlist* – a tool for tracking changes to pages that you are watching; available only when you are logged in
- e. *My contributions* – lists the pages in the Wiki, with your edit summaries, that you have contributed to; organized by date and time
- f. *Sign In/Sign Out* – another place (besides the top right corner) to log into or out of the Wiki

Forums

The FamilySearch Forums are a place to ask and answer questions regarding family history research and about FamilySearch products. It is not necessary to register, but additional benefits are available to those who do so. If you are signed in to the Wiki, when you enter the Forums, you are automatically signed in there, too. You should be able to switch seamlessly between the Wiki, the Forums, Indexing, and the new FamilySearch (for those who currently have access). If you log out of one, you will be logged out of all.



(Go over tabs at the top)

1. *Register* – this will appear if you are either not already registered or not signed in
2. *User Control Panel* – here you may edit your Forums profile and set your preferences for how you want to interact with the Forums; you must be signed in for this to appear
3. *FAQ* – takes you to the FamilySearch Help Center (the back arrow won't work here); search for the word "Forums" to receive a list of documents containing detailed instructions for using the Forums
4. *Community* – offers you a choice of Social Groups, Contacts and Friends, and Members List; the first two are also found on the left side of your control panel
5. *Today's Posts/New Posts* – takes you to the newest messages that have been posted
6. *Quick Links* – offers you a choice of Today's Posts, Edit Your Details, and Edit Options; Miscellaneous is also included on this dropdown, with areas of Private Messages, Subscribed Threads, Your Profile, and Who's Online; you must be signed in for this to appear

Community Guidelines / Policies / Manual of Style

1. *Community Guidelines* – reached by Nav bar > Community > Guiding Principles; please read these; at the bottom are links to other articles on guidelines and policies

FamilySearch Wiki:Guiding Principles

1	FamilySearch Research Wiki: Six Guiding Principles
1.1	Free
1.2	Sources and Delimiters
1.3	Neutral Point of View
1.4	Spam-Free
1.5	Code of Conduct
1.6	Be Bold

2. *Policies* – reached by Nav bar > Community > Policies; please read these; at the bottom are links to other articles on guidelines and policies

FamilySearch Wiki:Policies

Contents [hide]

1	Personal Actions
2	Content and Style
3	Deletion
4	Policy Enforcement
5	Legal and Copyright

3. *Manual of Style* – a set of standards for the design and writing of Wiki articles, which provides uniformity in style and formatting; please read these (see link #45, below); at the bottom are links to other articles on guidelines and policies

FamilySearch Wiki:Manual of Style

Contents [hide]

- 1 General Principles
- 2 Bylines
- 3 Grammar
- 4 Naming
 - 4.1 Name a new article
 - 4.1.1 Capitalization in titles
 - 4.1.2 Place names
 - 4.1.3 Diacritics and quotation marks
 - 4.1.4 Punctuation
 - 4.1.5 Abbreviations
 - 4.1.6 Italics
 - 4.2 Rename an existing article
 - 4.3 Naming subheadings within articles
- 5 Punctuation
- 6 Formatting
 - 6.1 Character Formatting
 - 6.1.1 Font
 - 6.1.2 Bold
 - 6.1.3 Italics
 - 6.1.4 Underline
 - 6.2 Source Citations
 - 6.3 Geographical Names
 - 6.4 Acronyms and Abbreviations
- 7 Capitalization
- 8 Linking
 - 8.1 Linking to other articles in FamilySearch wiki
 - 8.1.1 Linking through the use of page section templates
 - 8.1.2 Linking through the use of metatemplates
 - 8.2 Linking to other Websites
 - 8.2.1 Links should not display the full URL
 - 8.2.1.1 Example 1: a link by itself
 - 8.2.1.2 Example 2: a link in context
 - 8.2.2 Free web sites
 - 8.2.3 "For pay" web sites
 - 8.2.4 OCLC/WorldCat
 - 8.2.5 FHLC
 - 8.2.6 Record Search
 - 8.2.7 Wikipedia
 - 8.2.8 Maps
- 9 Preferred terms
- 10 Box layout: columns vs. portals
- 11 Draft Pages or Sandboxes
- 12 Measurements
- 13 Currencies
- 14 Related articles

Next Week

Next week's topics will be: Editing pages using the Rich Text/FCK editor; setting up your User page; watching pages and understanding the Watched Pages e-mail. Hopefully, we'll see you there.

Web links, opened, in this order

1. https://wiki.familysearch.org/en/New_Wiki_Contributors_Training
2. https://wiki.familysearch.org/en/Main_Page (Wiki home page)
3. <https://familysearch.org/tree/> (Family Tree tab)
4. <https://www.familysearch.org/>
5. https://www.familysearch.org/learn/getting_started
6. <https://www.familysearch.org/learn/researchcourses>
7. <https://www.familysearch.org/learn>
8. <https://www.familysearch.org/techtips/>
9. <https://www.familysearch.org/learn/who-do-you-think-you-are-and-family-history>
10. <https://www.familysearch.org/locations>
11. https://www.familysearch.org/locations/centerlocator?search_fs_center_form=Los+Angeles
12. <https://www.familysearch.org/volunteer/indexing>
13. <https://www.familysearch.org/blog>
14. https://wiki.familysearch.org/en/Main_Page (Wiki home page)
15. https://ident.familysearch.org/cis-web/authorize?oauth_token=USYS57FBDFE60AAEBB1B2A641BE0A9E4FAF2_ses002.app.prod.id.fsglobal.net&oauth_callback=https%3A%2F%2Fwww.familysearch.org%2Fcontent%2Foauth%2Fcallback%3Freturn_controller%3Dindex%26returnUrl%3D%26error_action%3DoauthComplete%26consume%3Dwww%26return_action%3DoauthComplete%26error_controller%3Dindex (FamilySearch Sign In page)
16. <https://www.familysearch.org/help/feedback>
17. <http://getsatisfaction.com/familysearch>
18. https://www.familysearch.org/learn/whats_new
19. https://wiki.familysearch.org/en/Browse_by_Country
20. <https://www.familysearch.org/about>
21. <https://www.familysearch.org/volunteer>
22. <https://www.familysearch.org/careers>
23. <https://www.familysearch.org/news>
24. <https://labs.familysearch.org/>
25. <https://store.familysearch.org/>
26. <https://www.familysearch.org/privacy>
27. <https://www.familysearch.org/terms>
28. <http://www.gensocietyofutah.org/>
29. <https://devnet.familysearch.org/>
30. <https://www.familysearch.org/products>
31. <http://www.familysearch.org/eng/default.asp>
32. <http://www.addthis.com/personalize>
33. http://www.addthis.com/tools/toolbar?utm_source=ATIE_tool&utm_medium=link&utm_content=ATIE_ToolDL_orig&utm_campaign=ATIE_DL
34. <http://www.addthis.com/privacy>
35. http://www.addthis.com/?utm_source=hm&utm_medium=img&utm_content=ATLogo_orig&utm_campaign=AT_main
36. <https://wiki.familysearch.org/en/Help:Tour>
37. https://wiki.familysearch.org/en/Help:Edit_and_Contribute
38. https://wiki.familysearch.org/en/FamilySearch_Wiki:Community_Meetings
39. <http://creativecommons.org/licenses/by-sa/3.0/us/>
40. <http://forums.familysearch.org/en/index.php> (Forums home page)
41. <http://forums.familysearch.org/en/forumdisplay.php?f=4> (Research Advice)
42. <https://www.familysearch.org/learn/forums/en/> (FamilySearch Wiki forums)
43. https://wiki.familysearch.org/en/FamilySearch_Wiki:Guiding_Principles
44. https://wiki.familysearch.org/en/FamilySearch_Wiki:Policies
45. https://wiki.familysearch.org/en/FamilySearch_Wiki:Manual_of_Style